

CLEAN CITIES COORDINATOR SUPPORT
ESTIMATED FUNDS AVAILABLE: \$600,000

ESTIMATED NUMBER OF PROJECTS: 30

FUNDING CEILINGS/EXPECTED RANGE OF FUNDING: \$20,000

COST SHARE REQUIREMENTS: 50% non-Federal cost share with 50% of this amount in cash.

QUALIFICATION CRITERIA: States must submit special project applications in partnership with their local, officially-designated (or approved for designation) Clean Cities coalition. Only projects located in active, designated (or approved for designation) Clean Cities are eligible for funding. An “active” coalition is one with a valid and approved memorandum of understanding with DOE. “Approved for designation” means that DOE has authorized a designation ceremony for a coalition. A separate application for each coalition must be submitted. Failure to comply with this qualification criteria will deem the application non-responsive and will not be considered for comprehensive evaluation.

BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy’s (DOE) Clean Cities initiative is to decrease the nation’s dependence on petroleum in the transportation sector through public/private Clean Cities partnerships formed around the country by:

- Accelerating the development of a sustainable alternative fuels market
- Accelerating the use of idle reduction technologies
- Accelerating the use of hybrid vehicles
- Increasing the use of alternative fuel blends in petroleum fuels
- Promoting informed consumer choice on fuel economy*

*Since fuel economy strategies will be implemented at the national level, coalitions are not expected to devote time and resources to promote informed consumer choice on fuel economy. Coalitions have been informed of this strategy numerous times throughout 2004.

The Clean Cities initiative is offering coalition support funding to active, officially-designated (or officially-approved for designation) Clean Cities coalitions. Officially-designated (or officially-approved for designation) Clean Cities coalitions are the only parties eligible for this funding. This funding is offered to ensure that local Clean Cities coalitions are vibrant and active, with the ability to reduce the use of petroleum in their community.

Applications must include the Clean Cities Coalition Support Application Cover Sheet (Attachment 1) which summarizes significant application elements.

PROJECTS REQUESTED/AREAS OF INTEREST

Clean Cities coalitions are the force behind petroleum displacement activities in the geographic areas that they serve. They provide the organization, the motivation, and the staff to direct and sustain local activities. Activities can include, but are not limited to: facilitating the sales of alternative fuel vehicles (AFVs), hybrids, alternative fuels and blends, and idle reduction technologies by interacting with perspective fleet customers and industries; organizing and holding Advancing the Choice events; developing fund-raising strategies and/or writing grant applications; holding public education and

outreach campaigns; organizing and hosting stakeholder meetings; providing project management services to select Clean Cities projects; and promoting training.

Therefore, applicants are to provide concise discussions which address the following:

1. Past Performance - The past performance of recipients of Coalition Support grants will be considered. Applicants must describe the status and results of all previous DOE Coalition Support grants and specifically address the following for the period January through December 2004.
 - a. Activities completed by the coalition to reduce the use of petroleum; for example, increased the number of AFVs and the use of alternative fuels and blends, increased the number of refueling sites, increased the number of hybrids in fleets, and increased the use of idle reduction technology.
 - b. Barriers the coalition encountered to reduce the nation's dependence on petroleum and the actions taken to overcome those barriers.

The Clean Cities annual report provided by the coalition for January – December 2004 activity will also be used to evaluate past performance. Coalitions designated in 2004 were not required to submit an annual report; consequently, their past performance will be evaluated by petroleum displacement activity outlined in their program plan and activities listed in this application. .

2. Commitment and Strategy to Achieve Clean Cities Goals – clearly define amount of time (number of hours per week) committed by coordinator to conduct the following Clean Cities activities and discuss plans to accomplish the following:
 - a. Help the nation to reduce its dependence on petroleum in the transportation sector
 - b. Organize and host at least one Advancing the Choice event per year in conjunction with an auto, truck, retrofitter, hybrid or idle reduction manufacturer with the intent to increase sales
 - c. Confirm the existence of all AFV refueling sites in the coalition area as shown in the Alternative Fuel Data Center (AFDC) station locator, or list provided to coalitions to be validated, and keep the AFDC informed of station openings and closings
 - d. Organize and host at least four stakeholder meetings per year
 - e. Meet with at least two local or state policy staff members per year to educate them on the benefits of alternative fuels, blends, idle reduction technologies, and other means to reducing the nation's dependence on petroleum
 - f. Attend the National Clean Cities Conference and the annual regional peer review meeting
 - g. Complete the Clean Cities annual report in the timeframe requested
 - h. Provide a progress report on activities a. - g. listed above, six months after issuance of the grant and at six month intervals thereafter until grant termination, consistent with the award reporting requirements, and shall address at a minimum:
 - Update on the coalition's activities and success in meeting the Clean Cities goal to reduce the nation's dependence on petroleum
 - Advancing the Choice event printed invitation
 - Date AFDC was informed of refueling station changes
 - Stakeholder meeting agenda
 - Names and affiliations of local or state policy staff members contacted, dates contacted, topics discussed, and outcomes
3. Cost Share – Applicants must clearly define the type of cost share proposed and the type of in-kind services being offered. In-kind services such as general office costs, which would be paid regardless of SEP funding, are valued much lower than a cash contribution. Consequently, applicants are advised to carefully consider and describe the type of cost share being proposed.

DOE recognizes that direct project management costs may be necessary. If project management costs are included in the budget, the project manager must be identified and his/her responsibilities described. Project management costs are not the same as administration costs.

EVALUATION CRITERIA AND SPECIAL REQUIREMENTS

Applications that satisfy the qualification criteria identified above, will then be evaluated and ranked by the following criteria:

1. Degree of successful past performance, and specifically, degree of success in reducing the nation's dependence on petroleum from January – December 2004. **(50 points)**
2. Evidence of commitment and reasonableness of plan to achieve project objectives. **(40 points)**
3. Extent of proposed cost participation; amount of financial investment and cost participation from other coalition stakeholders and partners. **(10 points)**

Attachment 1.
Clean Cities Coalition Support Application Cover Sheet

Applicant/State:

Coalition Name:

Year Designated:

City, State:

Coordinator:

Coordinator Employer:

Amount Requested:

Non-Federal Cost Share Committed: \$

Amount of cost share in cash: \$

Non-Federal cost share partner:

Hours coordinator spends on Clean Cities weekly:

Years current coordinator has held the position:

Was the coordinator position vacant for a portion of 2004?

If yes, please explain

Did the coalition receive a coalition support grant in 2004?

Did the coalition receive a coalition support grant in 2003?

Did the coordinator or a coalition representative attend
the 10th National Clean Cities Conference in Fort Lauderdale?

If no, please explain

___ Coordinator ___ Representative

Did the coordinator or a coalition representative attend
the 2004 regional peer review meeting?

If no, please explain

___ Coordinator ___ Representative

Did the coordinator or a coalition representative attend
Washington Day in February 2004?

If no, please explain

___ Coordinator ___ Representative